



IC Memorandum 13-32

To: KEHP Insurance Coordinators (ICs)
From: Department of Employee Insurance (DEI)
Re: Open Enrollment Reminder to Members
Date: October 9, 2013

Active employees, and KTRS and KCTCS retirees with a last name beginning with the letters A-F will receive the following message this evening.

The designated open enrollment dates for persons with last names beginning with A-F closes on October 10, 2013.

If you are ready to make your 2014 plan election, please do so by October 10, 2013.

If you are not able to complete your open enrollment by **October 10, 2013**, please be sure to enroll by October 31, 2013.

If you have already made your 2014 plan election you can disregard this message.

Enroll at KEHP.KY.GOV

For assistance call 888-581-8834

To date only 16,248 members have enrolled. Please encourage your members to enroll online or if cross-reference, to complete their paper application. If the enrollment pace to date continues, we will find everyone enrolling in the last week of October which could create overload issues for staff and systems.

Remember, you can run the **HRBEN0073 report** to see who has not enrolled. But, remember these key points: run before 9:00 a.m., use a variant, organization structure filter and a 1/1/2014 date. Step-by-step instructions were attached with IC Memo 13-27.

If you have cross-reference paper applications or other applications you are unable to enter, please send those in immediately as you receive them. DO NOT wait and send in at the close of Open Enrollment.

